



DISABILITY RESOURCE CENTER

Guidelines for documentation

A student requesting reasonable accommodation is responsible for providing documentation that clearly identifies the condition and provides sufficient information regarding the manifestation of the condition to permit Dixie State University (DSU) to make a determination as to whether the requested adjustments are appropriate and reasonable.

Proper documentation is critical in determining eligibility for accommodative services. The following guidelines listed below will assist Disability Resource Center (DRC) staff in determining eligibility for the purposes of academic accommodations at DSU.

The documentation should address each of the following:

- 1) Documentation must be typewritten on business letterhead from a **licensed Professional not related to the student** who is qualified to give a psychological and/or medical diagnosis. The name, credentials, and signature of the licensed professional must appear on the documentation
- 2) Documentation should be current, preferably not older than three years
- 3) Include information outlining testing/assessment tools. Learning disability testing must include the actual standard test scores, i.e. the broad-cognitive score and the achievement scores, and must demonstrate the standard deviation between the broad cognitive score and the achievement scores
- 4) Documentation must address any functional limitations and effects of the condition on academic activities
- 5) Address all pertinent positive and negative effects of mitigating measures. This could include a description of treatment, medications, and potential side effects.
- 6) Provide recommendations for accommodations for the individual and include the rationale for the recommended accommodations